

APPENDIX K MODEL FUDS PROJECT FILE STRUCTURE

This file structure is included to provide an organizational framework for an entire FUDS HTRW or OE project file. Only 30 percent or less of the documents listed below will ultimately comprise the Administrative Record. The numbering system employed here is consistently used throughout appendices J through S of this EP and can be further seen in the development of the Administrative Record document-numbering system and the arrangement of the Administrative Record Table of Contents (appendix N).

1. Site Management Records.

- 1.1 Correspondence
- 1.2 ASRs
- 1.3 Scopes of Work/Contractual Documents
- 1.4 Site Photographs and Maps
- 1.5 Site Descriptions and Chronologies (see note 13)
- 1.6 Reference Documents
- 1.7 Federal, State, Local Technical Records
- 1.8 INPR
- 1.9 SI Documents
- 1.10 NDAI Determinations

2. Removal Response.

- 2.1 Correspondence
- 2.2 Sampling and Analysis Data and Plans
- 2.3 Scopes of Work/Contractual Documents
- 2.4 Work Plans/Site Safety and Health Plans and Progress Reports
- 2.5 Invoices/Contractor Payments/Cost Reports
- 2.6 Interagency Agreements/Memoranda
- 2.7 ARAR Determinations
- 2.8 Interim Deliverables
- 2.9 Chain-of-Custody Forms
- 2.10 Daily Operations Summary/Situation Reports
- 2.11 Work Register and Logs
- 2.12 Anomaly Review Board Documents (Management Plan/Correspondence/SOPs/Findings)
- 2.13 Removal Response Reports (Emergency Evacuation Orders)
- 2.14 On-Scene Coordinator Reports

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2.15 EE/CA Approval Memorandum

2.16 EE/CA

2.17 EE/CA Action Memorandum

3. Remedial Investigation (RI).

3.1 Correspondence

3.2 Sampling and Analysis Data and Plans

3.3 Scopes of Work/Contractual Documents

3.4 Work Plans and Progress Reports

3.5 Invoices/Contractor Payments/Cost Reports

3.6 Interagency Agreements/Memoranda

3.7 ARAR Determinations

3.8 Interim Deliverables

3.9 Chain-of-Custody Forms

3.10 RI Reports

3.11 Health and Endangerment Assessments (including lead-based paint and asbestos surveys)

4. Feasibility Study (FS).

4.1 Correspondence

4.2 Sampling and Analysis Data and Plans

4.3 Scopes of Work/Contractual Documents

4.4 Work Plans and Progress Reports

4.5 Invoices/Contractor Payments/Cost Reports

4.6 Interagency Agreements/Memoranda

4.7 ARAR Determinations

4.8 Interim Deliverables

4.9 FS Reports

4.10 Proposed Plans for RA

5. Record of Decision (ROD).

5.1 Correspondence

5.2 Sampling and Analysis Data and Plans

5.3 Scopes of Work/Contractual Documents

5.4 Work Plans and Progress Reports

5.5 Invoices/Contractor Payments/Cost Reports

5.6 Interagency Agreements/Memoranda

5.7 ARAR Determinations

- 5.8 All Public Notices, Comments Received, and Responses to the Comments
- 5.9 ROD
- 5.10 Amendments to ROD
- 5.11 Explanation of Significant Differences
- 6. Remedial Design (RD).
 - 6.1 Correspondence
 - 6.2 Sampling and Analysis Data and Plans
 - 6.3 Scopes of Work/Contractual Documents
 - 6.4 Invoices/Contractor Payments/Cost Reports
 - 6.5 Interagency Agreements/Memoranda
 - 6.6 ARAR Determinations
 - 6.7 RD Documents
- 7. Remedial Action (RA).
 - 7.1 Correspondence
 - 7.2 Sampling and Analysis Data and Plans
 - 7.3 Scopes of Work/Contractual Documents
 - 7.4 Work Plans and Progress Reports
 - 7.5 Invoices/Contractor Payments/Cost Reports
 - 7.6 Interagency Agreements/Memoranda
 - 7.7 ARAR Determinations
 - 7.8 RA Documents
- 8. Public Affairs/Community Relations.
 - 8.1 Correspondence
 - 8.2 Mailing Lists
 - 8.3 Scopes of Work/Contractual Documents
 - 8.4 Work Plans and Progress Reports
 - 8.5 Invoices/Contractor Payments/Cost Reports
 - 8.6 CRP
 - 8.7 Briefing Papers
 - 8.8 News Clippings and Press Releases
 - 8.9 Work Logs
 - 8.10 Public Meeting Minutes/Transcripts/RAB and TRC Meeting Minutes
 - 8.11 Fact Sheets/Newsletters

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8.12 Written Responses to Public Comments/Questions

8.13 Public Notices (Availability of Record, Public Comment)

9. Congressional Relations.

9.1 Correspondence (to include formal Congressionals)

9.2 Briefings

9.3 Transcripts

9.4 Testimonies

9.5 Published Hearings

10. Freedom of Information Act (FOIA).

10.1 Correspondence

10.2 Requests

10.3 Responses

11. Real Estate.

11.1 Correspondence

11.2 Rights-of-Entry Documents

11.3 Title Search Documents

11.4 Land Grants/Deeds

11.5 Interagency Agreements/Memoranda

11.6 Findings and Determinations

NOTE: Where appropriate, documents may be retained by the Office of Counsel as the attorney's working file. All other documentation relating to legal issues that is not privileged or confidential will be retained in the FUDS project file within the major file subdivision to which it pertains. For example, documents generated by the legal office regarding rights-of-entry issues will be retained under 11 for Real Estate and, specifically, 11.2 for Rights-of-Entry Documents. Within the appropriate subdivisions, include all correspondence to and from agency counsel and other agency staff on the FUDS project team, all legal demands or claims and documents relating to processing them, all documents involving any litigation, all documents prepared to assist agency counsel or the Department of Justice in representing the agency on pending or potential legal disputes, and any other documents which are related to legal issues. Privileged or confidential documents will be maintained either in the Office of Counsel or with the remainder of the FUDS project file in a privileged and confidential section of the file. Each document in this portion of the file, as well as the divider or file marker for this section, will be marked as privileged and confidential. These marked documents will not be released outside the agency or included in the Administrative Record without the approval of the Office of Counsel.